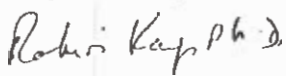




**LAC  
DMH**  
LOS ANGELES COUNTY  
DEPARTMENT OF  
MENTAL HEALTH

## DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT	POLICY NO.	EFFECTIVE DATE	PAGE
<b>REPORTING HEALTH AND SAFETY HAZARDS</b>	<b>701.01</b>	<b>05/02/2016</b>	<b>1 of 2</b>
APPROVED BY:  Acting Director	SUPERSEDES <b>304.1</b> <b>10/01/1989</b>	ORIGINAL ISSUE DATE <b>02/16/1987</b>	DISTRIBUTION LEVEL(S) <b>1</b>

### **PURPOSE**

- 1.1 To govern reporting of apparent or suspected conditions posing an imminent threat to the health and safety of individuals or neighborhoods (i.e., overflowing sewage, rodent or cockroach infestation, pesticide, and other chemical exposure, security concerns, etc.).

### **POLICY**

- 2.1 All Los Angeles County Department of Mental Health (LACDMH) employees are responsible for reporting to their supervisor as soon as possible when, in the course of conducting county business, any apparent or suspected conditions are posing an imminent threat to the health and safety of the recipients or the neighborhood are identified. If the immediate supervisor cannot be contacted, the employee shall contact the next level of supervision until contact is made.

### **PROCEDURE**

- 3.1 The supervisor contacted is responsible for notifying the LACDMH Safety Officer who will notify the appropriate agencies such as the Department of Health Services, Department of Public Health, Environmental Health Services, or Security Operations Unit of all suspected conditions posing an imminent threat.
- 3.2 This shall be done immediately by telephone with documentation to include name of the agency, individual contacted, the individual's title, date, and time of call. This shall be followed as soon as possible by a written referral to the agency with a copy retained for the LACDMH Safety Officer's records.
- 3.3 Such information must be transmitted without providing facts which might lead to the identification of an individual as a mental health client.



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- 3.4 When it appears that a public health nuisance is exceptional (i.e., those situations where ranking governmental officials, news media, citizens groups, or a sensitive community issue is involved), the LACDMH Safety Officer shall notify the appropriate LACDMH Executive Manager immediately after notifying the appropriate agencies.

### **AUTHORITY**

1. County Counsel Opinion: Public Health Emergencies, January 25, 1982

### **RESPONSIBLE PARTY**

LACDMH Administrative Support Bureau